

GADSDEN STATE COMMUNITY COLLEGE
JOB DESCRIPTION

Position Title: Developmental Math Instructor

Supervisor's Title: Division Chair of Mathematics

JOB SUMMARY:

The QEP Developmental Math Instructor teaches under the supervision of the Division Chair of Mathematics, assists the QEP Director, serves as QEP liaison to the Math Division, and serves on committees.

ESSENTIAL FUNCTIONS:

- ◆ Instruct Developmental Math courses under the Division Chair of Math.
- ◆ Will travel to high schools within the College's service area to teach onsite courses.
- ◆ Conduct instruction in a wide variety of settings and time frames to include: day, evening, and weekends on any of Gadsden State's campuses. Some traveling may be required.
- ◆ Present appropriate and effective classroom and laboratory learning experiences to students in a classroom, lab, or distance-learning format, including computer delivery.
- ◆ Assist in the planning for developmental instruction: prepare course materials, objectives, syllabi, and curriculum design.
- ◆ Participate in assessments at both the course and program levels.
- ◆ Assist the QEP Director.
- ◆ Serve as QEP liaison to the Math Division.
- ◆ Complete projects as directed by the QEP Director.
- ◆ Respond to student email inquiries in a timely manner (24 hours, received on weekdays, or 48 hours, received on weekends) utilizing College assigned email account.
- ◆ Assign grades and provide substantive feedback for assignments and assessments in a timely matter.
- ◆ Organize and maintain instructional equipment as required.
- ◆ Assist students out of class in their quest to master information presented.
- ◆ Incorporate various teaching methods, including the use of technology-based instruction, critical thinking activities, and experiences in all courses.
- ◆ Post and maintain regular office hours.
- ◆ Assist in support of adjunct developmental math instructors.
- ◆ Assist in course scheduling process as needed.
- ◆ Serve on committees, especially the QEP committee.
- ◆ Attend meetings, training sessions, College events, and graduation.
- ◆ Pursue continued professional development.
- ◆ Comply with all policies of the Alabama Community College System and the College.
- ◆ Perform other duties as assigned.

REQUIRED EDUCATION, EXPERIENCE, STANDARDS, AND TRAINING:

- ◆ Master's degree with a minimum of 18 graduate semester hours in Math from a regionally accredited institution **required**
- ◆ At least 3 years of K12 experience **preferred**.

REQUIRED LICENSE, CERTIFICATION, OR SPECIAL CREDENTIALS:

- None

OTHER QUALIFICATIONS AND JOB REQUIREMENTS:

- ◆ Master's degree or higher in Math or Math Education
- ◆ Preparation for and commitment to college teaching
- ◆ Teaching experience in a college setting
- ◆ Experience teaching developmental Math courses
- ◆ Competency in the use of current educational technologies
- ◆ Experience with internet courses
- ◆ Excellent oral, written, and interpersonal skills
- ◆ Commitment to the community college mission
- ◆ Experience with diverse populations
- ◆ Successful problem solving skills
- ◆ Ability to work independently
- ◆ Ability to deal effectively with students, other employees, and the public